



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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February 1, 2002

TO: Agency Directors

FROM: Marty Brown, Director *MB*

**SUBJECT: VOLUNTARY SEPARATION AND DOWNSHIFTING PROGRAM
GUIDELINES**

I am forwarding the new Voluntary Separation Program Guidelines, which have been adopted by the Department of Personnel and the Department of Retirement Systems, in consultation with the Office of Financial Management (OFM). This program was reauthorized for the 2001-03 Biennium in the operating budget and provides tools for your use in meeting changing staffing needs, while reducing the impact of these changes on employees.

The guidelines allow a good deal of flexibility in designing a plan. I encourage you to explore alternatives that meet your particular situation, but it is important that plans clearly specify the business needs to be addressed and the criteria for participation that will be used.

To participate, you will need prior approval of your plan by OFM, and you must report the results of your program to us for submission to the Legislature. I emphasize the importance of prior approval in assuring that the program meets your needs, conforms to program requirements, and benefits from the experiences of the previous biennium.

During the 1999-01 Biennium, agencies participating in the Voluntary Separation and Downshifting Program saved the state more than \$3 million. In the current fiscal climate, I encourage you to carefully consider this program as one option in meeting your agency's goals.

Attachments

cc: Denise McKay, Department of Personnel
Steve Nelsen, Department of Retirement Systems
Jane Sakson, Office of Financial Management

